



EDMS ALERT: Exhibit Changes

Exhibit Changes to EDMS Effective Wednesday, 10/23/13:

As a result of user feedback, the EDMS Business Advisory Committee has resolved to change the process for identifying electronic exhibits.

Here is a summary of the changes approved by the committee:

- The system will continue to assign a sequential number to exhibit submissions. This "System Number" will be appended to the exhibit submission for system maintenance purposes, and is not intended for use as an identifier for electronically submitted exhibits.
- When submitting a proposed exhibit to the court, the filer will be required to identify it using new "Exhibit #" and "Exhibit Description" data fields that have been added to the Filer's Interface. The convention for identifying exhibit submissions by "Exhibit #" and "Exhibit Description" will be based upon local practice, a judge's order, or whatever practice is appropriate in the courtroom.
- Exhibit submissions will be labeled "Exhibit - Proposed" in the docket and when admitted by a judge, will be marked as "Admitted." Admitted exhibits will be labeled "Exhibits" in the docket.
- The "Exhibit #" and "Exhibit Description" will be the designation used to identify exhibits on Exhibit Lists submitted to the court.
- A template order for exhibits will be used by the judge or a judge's assistant to designate the exhibits by the newly added "Exhibit #" and "Exhibit Description." The order will also indicate whether the exhibit was "Offered," "Admitted," and in what "Form" (Electronic or Other). Additional information about security requirements for an exhibit may be typed in the template.
- Filers are required per rule 16.601(3) to inform the court when protected information is contained in exhibits that they submit.